

Temp. Duty Travel Allowances

§ 301-70.600

§301-70.504 May any travel costs be reimbursed if the employee travels to an alternate location for medical treatment?

Yes. When an employee, interrupts a TDY assignment because of an incapacitating illness or injury and takes leave of absence for travel to an alternate location to obtain medical services and returns to the TDY assignment, you may reimburse certain excess travel costs provided in this section. Specifically, you may reimburse the excess (if any) of actual costs of travel from the point of interruption to the alternate location and return to the TDY assignment, over the constructive costs of round-trip travel between the official station and the alternate location. The nearest hospital or medical facility capable of treating the employee's illness or injury will not, however, be considered an alternate location.

NOTE TO §301-70.504: An alternate location is a destination other than the employee's official station or the point of interruption.

§301-70.505 How do we define actual cost and constructive cost when an employee interrupts a travel assignment because of an incapacitating illness or injury?

(a) Actual cost of travel will be the transportation expenses incurred and en route per diem for the travel as actually performed from the point of interruption to the alternate location and from the alternate location to the TDY assignment. No per diem is allowed for time spent at the alternate location if confined to a medical facility.

(b) Constructive cost is the sum of transportation expenses the employee would reasonably have incurred for round-trip travel between the official station and the alternate location plus per diem calculated for the appropriate en route travel time.

§301-70.506 May we authorize per diem if an employee discontinues a TDY assignment because of a personal emergency situation?

Yes. Expenses of appropriate transportation and per diem while en route may be allowed, with the approval of an appropriate agency official, for re-

turn travel from the point of interruption to the official station.

§301-70.507 How do we handle reimbursement if the employee travels to an alternate location and returns to the TDY location because of a personal emergency situation?

You may reimburse certain excess travel costs (transportation and en route per diem) to the same extent as provided in §301-70.501 for incapacitating illness or injury to the employee.

§301-70.508 What factors must we consider in expanding the definition of family for emergency travel purposes?

Agencies must consider on a case by case basis:

- (a) The extent of the emergency;
- (b) The employee's relationship to the individual involved in the emergency; and
- (c) The degree of the employee's responsibility for the individual involved in the emergency.

Subpart G—Policies and Procedures Relating to Threatened Law Enforcement/Investigative Employees

§301-70.600 What governing policies and procedures must we establish related to threatened law enforcement/investigative employees?

You must establish policies and procedures governing:

- (a) When you will pay transportation and subsistence expenses of threatened law enforcement/investigative employees, under part 301-31 of this chapter;
- (b) Who will determine the degree and seriousness of threat in each individual case;
- (c) Who will determine what protective action should be taken, including the location and duration of temporary lodging;
- (d) Who will reevaluate the situation to determine whether protective action should be continued or discontinued and how often;
- (e) What procedures must be followed to obtain authorization of transportation and subsistence expenses for threatened law enforcement/investigative employees; and

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(f) What special procedures must an employee follow to claim expenses.

§ 301-70.601 What factors should we consider in determining whether to authorize payment of transportation and subsistence expenses for threatened law enforcement/investigative employees?

You should consider:

(a) *The degree and seriousness of the threat.* You should pay transportation and subsistence expenses only if a situation poses a legitimate serious threat to life.

(b) *The option of relocating the employee.* You should consider whether relocating the employee permanently would be advantageous given the specific nature of the threat, the continued disruption of the family, and the alternative costs of a change of official station.

§ 301-70.602 How often must we reevaluate the payment of transportation and subsistence expenses to a threatened law enforcement/investigative employee?

You must reevaluate the situation every 30 days based on the same factors you considered when you first authorized the payment of the expenses.

PART 301-71—AGENCY TRAVEL ACCOUNTABILITY REQUIREMENTS

Subpart A—General

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301-71.1 What is the purpose of an agency travel accounting system?

301-71.2 What are the standard data elements and when must they be captured on a travel accounting system?

301-71.3 May we use electronic signatures on travel documents?

Subpart B—Travel Authorization

301-71.100 What is the purpose of the travel authorization process?

301-71.101 What travel may we authorize?

301-71.102 May we issue a single authorization for a group of employees?

301-71.103 What information must be included on all travel authorizations?

301-71.104 Who must sign a travel authorization?

301-71.105 Must we issue a written or electronic travel authorization in advance of travel?

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301-71.106 Who must sign a trip-by-trip authorization?

301-71.107 When authorizing travel, what factors must the authorizing official consider?

301-71.108 What internal policies and procedures must we establish for travel authorization?

Subpart C—Travel Claims for Reimbursement

301-71.200 Who must review and sign travel claims?

301-71.201 What are the reviewing official's responsibilities?

301-71.202 May we pay a claim when an employee does not include a copy of the corresponding authorization?

301-71.203 Who is responsible for the validity of the travel claim?

301-71.204 When must we pay a travel claim?

301-71.205 Under what circumstances may we disallow a claim for an expense?

301-71.206 What must we do if we disallow a travel claim?

301-71.207 What internal policies and procedures must we establish for travel reimbursement?

Subpart D—Accounting for Travel Advances

301-71.300 What is the policy governing the use of travel advances?

301-71.301 For how long may we issue a travel advance?

301-71.302 What data must we capture in our travel advance accounting system?

301-71.303 Are we responsible for ensuring the collection of outstanding travel advances?

301-71.304 When must an employee account for a travel advance?

301-71.305 Are there exceptions for collecting an advance at the time the employee files a travel claim?

301-71.306 How do we collect the amount of a travel advance in excess of the amount of travel expenses substantiated by the employee?

301-71.307 What should we do if the employee does not pay back a travel advance when the travel claim is filed?

301-71.308 What internal policies and procedures must we establish governing travel advances?

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